

## **Middle School After School Academic Program**

This list of rules/ regulations allows all staff members to remain consistent with a direction the middle school staff has taken to reduce the number of late/ missing grades. This problem of late/ missing papers will have a direct result with students receiving low/ failing grades.

### **Late Paper Deductions-**

Any student, who has a late paper, will need to stay after school. If that student completes and turns in the assignment by the end of academic time (3:45) a 10% grade deduction will occur from the final grade. Assignments that are not completed during Academic Time can be turned into the teacher by 8:00 the following school day with a 25% deduction that will occur. Students failing to turn in assignments by 8:00 the following morning will still need to complete/ turn in the assignment, but will receive a zero for the grade.

- Academic Retention needs to occur before **any** credit is given on the assignment

### **Academic Time Procedures-**

Any student failing to turn in a paper at the designated point/ time during the class period is considered having a Late Paper. Papers forgotten in the locker are still considered late.

\*Exception, a student may take a tardy to retrieve a paper from his/ her locker. This is up to the teacher whether or not a student can accept the tardy to get the paper from the locker. The teacher must monitor the number of tardies a student receives in a quarter and hand out the necessary consequences as listed in the Student Handbook.

A student who fails to turn in a paper on time will stay that day after school in Academic Time from **3:20-3:45** with a teacher. Students who stay to complete and turn in late assignments will only have a 10% deduction from the final grade. Students who complete and turn in late assignments by the 8:00 the following school day will have a 25% deduction from the final grade. Any student who is unable to turn in the paper by 8:00 the following morning will still complete the paper/ assignment but receive a zero for the grade. Proper documentation will be noted on JMC, and information will be provided to parents through current communication methods.

Any student who fails to turn in that late assignment within one calendar week from the due date will also be assigned a Saturday School Detention from 8:00-12:00 as determined appropriate by the Administration.

Any student who will attend Academic Time will call his or her parents/ guardians in order to inform them that the student will be staying in school until 3:45. Leaving a message is unacceptable; students must communicate what is occurring that day after school. Teachers must also reinforce that each student has communicated with a parent/ guardian at the beginning of Academic Retention Time.

**Repeat Offenders-** Any student who accrues 3 or more late papers during one regular school week may also attend Saturday School Detention from 8:00-12:00 at the school as determined appropriate by the Administration.

**Those students who don't accrue any late assignments during a quarter/ semester will receive a reward/ incentive as established by the staff/ administration**